

United Way of Carlisle & Cumberland County Position Description

Position Title: Community Impact Director (Full-Time, 37.5 hours per week)

Reports To: Executive Director

Class: Non-Exempt

Purpose of Position:

- 1) Develop strategies to achieve measurable and lasting change in community conditions.
- 2) Mobilize necessary resources to produce positive results and improve lives.

Key Responsibilities and Specific Duties:

Community and Partner Engagement

- Works in concert with Executive Director, partner agencies and volunteer leadership. Builds, strengthens and sustains effective working relationships with these three key stakeholders.
- Collects and manages information and data to establish outcome measures to positively impact community goals.
- Creates capacity-building and networking opportunities for partner agencies.
- Nurtures relationships with partner agencies to build healthy collaborations and facilitate change when necessary.
- Seeks and recommends issues and actions that will allow United Way of Carlisle & Cumberland County to achieve and sustain positive community change.
- Convenes and/or participates in appropriate internal and external committees and task forces in support of United Way of Carlisle & Cumberland County's identified priority areas.

Community Impact Evaluations and Results

- Ensures that funded programs and United Way of Carlisle & Cumberland County community activities track outcomes and provides appropriate financial reporting to support resource utilization.
- Monitors partner agency performance and progress toward stated outcomes.
- Coordinates training to increase knowledge of the outcome measurement process and effective measurement practices among funded agencies, volunteers and staff.
- Shares best practices, innovation and continuous improvements with partner agencies.
- Fosters and brokers relationships among partner agencies and other stakeholders.
- Provides individual and partner agency success stories for campaign marketing materials.
- Collaborates and consults with marketing team to effectively communicate community impact efforts and results.

Resource Mobilization

- Coordinates annual community impact panel process to include: volunteer recruitment and training, funding request reviews, site visits and outcome measurement evaluation and reporting.
- Coordinates annual Day of Caring event to include: volunteer recruitment, enlistment of community projects, volunteer matches and project and resource management.

- Helps to build volunteer and community engagement opportunities and initiatives (including one-time and ongoing volunteer opportunities, skills-based volunteering, volunteer recruitment and training, awareness and education events, etc.)
- Identify gaps in UW's service response and initiate new relationships with agencies, programs, funders, etc. to address these gaps.

United Way Social Service Programs

- Seeks out financial resources to ensure that the emergency heating assistance program has available resources to meet its annual budget.
- Conducts client interviews and completes necessary paperwork and phone calls.
- Coordinates and promotes educational training in the areas of human service, outcome measurement and financial counseling.
- Manages the administration and funding allocation process of annual Emergency Food and Shelter government grant that aids Cumberland County food and shelter programs.
- Provides information and referral services for individuals with housing, utility assistance, counseling and child care needs.

Job Requirements

- Education: Bachelor's degree in related field required.
- Experience: 3-5 years of experience planning and implementing community-based initiatives. Volunteer management experience preferred.
- Excellent analytical ability, conflict resolution, group facilitation, consensus building, written communication and problem solving skills are required.
- Demonstrated ability to build consensus, collaborate with and convene multiple partners in efforts to produce specific deliverables and demonstrable outcomes.
- Ability to build and sustain productive relationships with diverse individuals, groups, organizations and communities.
- Ability to meet deadlines and handle multiple priorities.
- Ability to organize, prioritize and effectively contribute within team setting.
- Ability to take concepts from initiation to completion with minimal supervision.
- Must embrace United Way's Core Values and observe our Code of Ethics.
- Valid Pennsylvania driver's license and reliable transportation

QUALIFIED APPLICANTS SHOULD FORWARD A RESUME AND COVER LETTER TO:

United Way of Carlisle & Cumberland County

145 S. Hanover Street

Carlisle, PA 17013

Fax: (717) 243-8005

email: lucy@uwcarlisle.org

United Way of Carlisle & Cumberland County is committed to hiring individuals who reflect the diversity of the communities it serves.